

**Magnolia School District
Board of Education
Regular Meeting
Minutes
June 16, 2020
7:00 P.M.**

Mr. Nick D'Amico opened the regular meeting at 7:02 p.m., leading the Pledge of Allegiance.

Roll Call

PLEDGE ALLEGIANCE TO THE FLAG

Mrs. Joyce Albrecht	Present
Mrs. Rebecca Ammen	Present
Mr. Nick D'Amico	Present
Mr. Mark Godfrey	Present
Mrs. Rebeca Lang Staffieri	Present
Mrs. Karen Sorbello	Present
Mr. Eric Virostek	Absent

Other Attendees

Mrs. Karen Macpherson, Superintendent
Greg Gontowski, Business Administrator/Board Secretary
Mr. Brett Gorman, Solicitor

Mission Statement

Mission Statement was read by Nick D'Aminco.

Approval of Minutes

- Minutes and Executive Session Minutes of the Regular Board of Education meeting held on May 5, 2020.

Motioned by Rebecca Lang Staffieri, Seconded by Karen Sorbello

Vote: To approve Minutes

Voice Vote. All in favor **Rebecca Ammen - Abstained

Motion Approved

Audience Participation I

Open Audience Participation I – AGENDA ITEMS ONLY

Motioned by Rebecca Lang Staffieri, Seconded by Karen Sorbello

Vote: To approve opening of Audience Participation I

Voice Vote. All in favor

Close Audience Participation I

Close Audience Participation I

Motioned by Karen Sorbello, Seconded by Rebecca Ammen

**Vote: To approve closing of Audience Participation I
Voice vote. All in favor**

BOARD OF EDUCATION BUSINESS

Unfinished Business

None

New Business

Nick D’Amico – Board self evaluation

**State and Local
School Board
Association**

Nick D’Amico – Brief update

**Superintendent’s
Report**

Superintendent’s Report

Information Items:

A. Curriculum/Programs:

1. Chromebooks and teacher laptops were ordered for all.
2. Summer teacher work focused on LAL, Math, and SEL.
3. Summer Programs for Jen discussed.

B. Interdistrict:

1. Sterling - Foreign language shared service.

C. Public Relations/Liaison

1. Graduation

D. Student/Parental Issue and Concerns - None

E. Buildings and Grounds

1. Playground installation and fixing of drainage.

F. *Negotiations/Contractual (Executive Session) - None

G. Misc

1. Oncourse training and overview.
2. Purchased Technology Chromebooks and Laptops.

H. HIB

1. No new cases to report

I. Principals Report

1. HIB Grade

Items for Board Approval: **Motion to approve:**

Personnel

Motion to Approve Personnel Items 1 thru 11

**Ashton Whitaker –
Payment for
Graduation Design**

**Accept with regret the
Retirement of Debbie
Minatee**

**Separation Agreement
– Employee #00404**

**Lisa Michalowski –
Unpaid Extended
Family Leave**

**Dylan Smith – Middle
School Math Teacher
2020-2021**

**Melissa Quattrone – 2
Days a Week
Learning Disability
Teacher Consultant
202-21**

**Lezley Turnbull – 2
day week Social
Worker 2020-2021**

**Lezley Turnbull –
SEL Initiatives**

**Olivia Heyser – First
Grade Teacher 20-21**

**Superintendent – Hire
Staff Prior to August
4, 2020 Board
Meeting**

1. Ratification of Ashton Whitaker to be paid for 5 ½ hours at a rate of \$20.00 an hour for 8th grade graduation design for a total of \$110.00.
2. To accept with regret the retirement of Debbie Minatee after 28 years of service to the district. **(Attachment)**
3. The separation agreement for employee #00404.
4. Lisa Michalowski to take unpaid extended family leave for the 2020-2021 school year with a return date of September 1, 2021. **(Attachment)**
5. Dylan Smith as middle school math teacher effective September 1, 2020 at a BA step 1 at \$54,048 .
6. Melissa Quattrone as a two day a week Learning Disability Teacher Consultant (LDTTC) effective September 1, 2020 at a MA 15 step 8 \$65,844 pro-rated to \$26,337.60.
7. Lezley Turnbull as a two day a week social worker effective September 1, 2020 as a MA step 4 at a starting salary of \$60,079 pro-rated to \$24,031.60.
8. Lezley Turnbull to do SEL initiatives at 15 hours at a rate of \$40.00 an hour for a total of \$600.00.
9. Olivia Heyser as first grade teacher effective September 1, 2020 as a BA step 1 at a starting salary of \$54,048
10. The Superintendent to hire staff prior to the August 4, 2020 board meeting.
- 11.

Carry Over Vacation Days - R. Adamski, J. Celecki, Ryan Ko, and David Logana

12. Carry over vacation days for the following employees.

Richard Adamski - 5 days

Joseph Celecki - 5 days

Ryan Ko - 5 days

David Logana - 5 days

Due to Covid 19 Merri Hansen and Judy Flores to carry over unused vacation days beyond the approved 5 day precedent carry over days.

Motioned by Karen Sorbello, Second by Rebecca Ammen

Vote: To approve Personnel Items 1 thru 11.

Roll Call Vote. All in favor: Mrs. Albrecht, Mrs. Ammen, Mr. Godfrey, Mrs. Lang Staffieri, Mrs. Sorbello and Mr. D'Amico (6-0-0)

Motion Approved

Motion to Approve Personnel Item 12

Summer Programs/Activities 2020-2021

12. To approve the following summer programs/activities and staff for the 2020-2021 school year:

ELA/Social Emotional Learning (to be taken out of Title II) 17 staff members for Leadership/Equity for 10 hours each at a rate of \$20.00 an hour for a total of \$200.00 each

Mental Health (to be taken out of title II) 5 staff members at a rate of \$20.00 an hour for a cost of \$100.00 each

Health (no physical education) John Carpenter and Brian Johnson to teach Health via zoom for 10 hours at a cost of \$40.00 an hour for a total of \$400.00 each

Music (no singing) Gunner Loper to teach music via zoom for 15 hours at a cost of \$40.00 an hour for a total of \$600.00

Physical Fitness

Bill Keane to teach a physical fitness club via zoom for 10 hours at a cost of \$40.00 an hour for a total of \$400.00

Cooking

Shaun Williams to teach a cooking club via zoom for 10 hours at a cost of \$40.00 an hour for a total of \$400.00

Art

Ashton Whitaker to teach art via zoom for 10 hours at a cost of \$40.00 an hour for a total of \$400.00

Coding

Dylan Smith to teach coding via zoom for 10 hours at a cost of \$40.00 an hour for a total of \$400.00

Nursing

Sandy Marlys to develop nursing and wellness operations for the opening of the 20-21 school year for 25 hours at a cost of \$40.00 an hour for a total

Motioned by Karen Sorbello, Second by Rebecca Ammen

Vote: To approve Personnel Item 12

Roll Call Vote. All in favor: Mrs. Albrecht, Mrs. Ammen, Mr. Godfrey, Mrs. Lang Staffieri, Mrs. Sorbello and Mr. D'Amico (6-0-0)

Motion Approved

Motion to Approve Facilities Item 1.

**Submission to the
County Office 20-21
Alternate Toilet Room
Facilities for
Kindergarten**

1. For submission to the county office the 2020-2021 alternate toilet room facilities for Kindergarten room 63.

Motioned by Karen Sorbello, Second by Rebecca Lang Staffieri

Vote: To approve Facilities Item 1

Voice Vote. All in favor

Motion Approved

Plans

**Nurses Infectious
Disease Manual and
Policies**

1. The nurses infectious disease manual and policies for Magnolia School (**Due to size of manual, a copy was sent to your email**).

Motioned by Mark Godfrey, Seconded by Rebecca Lang Staffieri

Vote: To approve Plans Item 1

Voice Vote. All in favor

Motion Approved

**Board Secretary
Report**

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

Informational Items:

Board Actions

Motion to Approve Items A thru F

A. The Budget Summary and Revenue Summary for the month of March and April 2020 (**Attachment A1, A2, A3 & A4**).

B. Transfer of Funds

The attached transfer list, with the recommendation of the Superintendent, for the month of March and April 2020 (**Attachment B1**).

C. Financial Reports

1. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of March and April 2020. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A – 16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (**Attachment C1 & C2**).

2. Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of March and April 2020. The Treasurer's Report and Secretary's report are in agreement for the month of March and April 2020 (**Attachment C3 and C4**).

3. Board Secretary in accordance with N.J.A.C. 6A:23A – 16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

4. Board of Education Certification – pursuant to N.J.A.C. 6A:23A – 16.10 (c) 4 We certify that after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our **knowledge no** major accounts or fund has been over expended in violation of N.J.A.C. 6A:23A – 16.10 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

D. Warrants

Bill List

The attached bill lists:

- May 2020 payroll (**Attachment D1**)
- June 2020 warrants (**Attachment D2**)

Business Administrator to Continue Payment until next BOE Meeting

E. Approval of Payment of Bills

Approval of the Business Administrator to continue payment of all bills until the next Board of Education meeting. The bill lists for those payments will be submitted at the next Board of Education meeting.

Voided Checks

F. VOID Checks

Void the following warrant account checks:

- #1546 3/19/19 \$175.00 Educational Facilities Manager Association

Void the following payroll account checks:

- #43073 10/30/19 \$616.23

Motioned by Karen Sorbello, Second by Rebecca Lang Staffieri

Vote: To approve Items A thru F

Roll Call Vote. All in favor: Mrs. Albrecht, Mrs. Ammen, Mr. Godfrey, Mrs. Lang Staffieri, Mrs. Sorbello and Mr. D’Amico (6-0-0)

Motion to Approve Items G thru P

Food Service Management Company

G. Food Service Management Company – It is recommended that the Board of Education approve the following Resolution for the 2020-2021 school year:

Be it resolved that the Magnolia Board of Education Approves:

Surplus Guarantee

Sodexo guarantees that District shall receive an annual Surplus of Twenty Thousand Dollars (\$20,000.00) for the 2020-2021 school year. The FSMC agrees to reimburse the SFA for the amount, by which the SFA’s actual return for the current year is less than the Guaranteed Return for the current year.

Management Fee

District shall pay Sodexo a Management Fee in an amount equal to Twenty Five Thousand Five Hundred Dollars (\$25,500.00) for the 2020-2021 contract year.

Bayada – non Fair and Open Student #4898518196

H. Bayada - To award a non fair and open contract to Bayada Home Health Care, Inc. for RN services for student #4898518196 in the amount of \$55.00

per hour for the 2020-2021 school year in an amount to exceed \$17,500.00.

**Tuition/ESY
Contract Student
#9436434053**

I. Tuition Contract - To approve tuition contract with YALE School, Inc. for student #9436434053 in the amount of \$71,981.70 for tuition for the 2020-2021 school year (Note: ESY is included).

IDEA Grant 20-21

J. IDEA Grant – To approve submission and acceptance of the 2020-2021 IDEA Grant in the following amounts:

IDEA Basic - \$137,765.00

IDEA Preschool - \$7,267.00

ESSA Grant – 20-21

K. ESSA Grant – To approve submission and acceptance of the 2020-2021 ESSA Grant in the following amounts:

Title I - \$119,739.00

Title II - \$19,067.00

Title IV - \$10,000.00 (to be moved to Title II)

**CARES Grant 2019-
2022**

L. CARES Grant – To approve submission and acceptance of the 2019-2022 CARES Grant in the following amounts:

CARES - \$79,410.00

JIF Premium 20-21

M. JIF Premium – County Insurance Pool Joint Insurance Fund (BCIPJIF) insurance coverage and student accident coverage for the 2020-2021 school year at a cost of \$79,195.00.

**Resolution 2020-6-1 –
Return Surplus Funds
held by BCIPJ**

N. Resolution 2020-6-1 – Resolution directing the distribution of net returned surplus funds held by Burlington County Insurance Pool Joint Insurance Fund in the amount of \$5,448.00 to be used to offset the 2020-2021 premium (**Attachment N1**).

**PL 2015 Chapter 47 –
Compliance**

O. PL 2015 Chapter 47 – To recognize the attached list to be in compliance with PL 2015 Chapter 47 (**Attachment O1**).

**Lawnside – Tuition
Student #4867750873**

P. Tuition Contract - To approve tuition contract with Lawnside Board of Education for student #4867750873 in the amount of \$63,593.54 for tuition for the 2020-2021 school year (Note: receiving student).

Motioned by Karen Sorbello, Second by Rebecca Ammen

Vote: To approve Items G thru P

Roll Call Vote. All in favor: Mrs. Albrecht, Mrs. Ammen, Mr. Godfrey, Mrs. Lang Staffieri, Mrs. Sorbello and Mr. D'Amico (6-0-0)

Motion to Approve Item Q

Capital Reserve – Resolution

Q. Capital Reserve - To approve the following resolution:

Resolution, to transfer up to \$500,000 of 2019-2020 year surplus to Capital Reserve.

Resolution for Transfer of Current Year Surplus to Reserve

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Magnolia Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and

WHEREAS, the Magnolia Board of Education has determined that an amount not to exceed \$500,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Magnolia Board of Education that it hereby authorizes the district’s School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Motioned by Mark Godfrey, Second by Rebecca Ammen

Vote: To approve Item Q

Roll Call Vote. All in favor: Mrs. Albrecht, Mrs. Ammen, Mr. Godfrey, Mrs. Lang Staffieri, Mrs. Sorbello and Mr. D’Amico (6-0-0)

Motion to Approve Addendum Items A thru D

A. Bid Threshold

Resolution Increasing the Bid Threshold

Resolution Increasing the Bid Threshold—Qualified Purchasing Agent

WHEREAS, Greg Gontowski, School Business Administrator/Board Secretary possesses a Qualified Purchasing Agent (QPA) certificate;

WHEREAS, the State Treasurer, in consultation with the Governor and

pursuant to N.J.S.A. 52:34-7, and N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent, from \$40,000 to **\$44,000**, effective July 1, 2020;

NOW, THEREFORE BE IT RESOLVED that the Magnolia Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of **\$44,000** for the Board of Education, and further authorizes Greg Gontowski, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

SOP Manual

B. SOP Manual

To approve changes to the Standard Operating Procedures Manual to reflect the increase in the bid and quote threshold effective July 1, 2020 (**Attachment B1**).

Purchasing Manual

C. Purchasing Manual

To approve changes to the Purchasing Manual to reflect the increase in the bid and quote threshold effective July 1, 2020 (**Attachment C1**).

CM3 – Non Fair and Open Contract for HVAC

D. CM3 – Non Fair and Open

To award a non fair and open contract to CM3 for HVAC repairs and service in an amount to exceed \$17,500.00 for the 2020-2021 school year.

Motioned by Rebecca Lang Staffieri, Second by Karen Sorbello

Vote: To approve Addendum Items A thru D

Roll Call Vote. All in favor: Mrs. Albrecht, Mrs. Ammen, Mr. Godfrey, Mrs. Lang Staffieri, Mrs. Sorbello and Mr. D’Amico (6-0-0)

Audience Participation II

Open Audience Participation II

Motioned by Karen Sorbello, Seconded by Rebecca Lang Staffieri

Vote: To approve opening of Audience Participation II

Voice Vote. All in favor

None

Close Audience Participation II

Close Audience Participation II

Motioned by Karen Sorbello, Seconded by Rebecca Lang Staffieri

Vote: To approve closing of Audience Participation II

Voice vote. All in favor

Recess into Closed Session

RECESS INTO CLOSED SESSION at approximately 7:40 p.m.

WHEREAS, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting, and

WHEREAS, the Board of Education of the Magnolia Township School District has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the regular meeting of this Board of Education will reconvene at the conclusion of closed session, at approximately **8:15** p.m. this evening.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Magnolia Township School District will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting (Subject to the balancing of the public's interest and the employee's privacy rights under *South Jersey Publishing*, 124 N.J. 478, the employee(s) and nature of discussion is Superintendent Evaluation;

BE IT FURTHER RESOLVED that the Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Board Attorney advises the Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the School District or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution.

Motioned by Karen Sorbello, Seconded by Mark Godfrey

**Vote: To Enter Executive Session
Voice Vote. All in favor**

**Resumption to Public
Portion of the Meeting**

**Action will be taken after Executive Session
RESUMPTION OF PUBLIC PORTION OF THE MEETING – 8:05 pm**

Motioned by Rebecca Ammen, Seconded by Karen Sorbello

**Vote: To approve Resumption of Public Portion of the Meeting
Voice vote. All in favor**

Motion to Approve Superintendent's evaluation 2019-2020

**Superintendent's
Evaluation 19-20**

Motion that the Board of Education approve the Superintendent's evaluation for the 2019-2020 school year.

Motioned by Karen Sorbello, Second by Mark Godfrey

Vote: To approve Superintendent's Evaluation 1-20

Roll Call Vote. All in favor: Mrs. Albrecht, Mrs. Ammen, Mr. Godfrey, Mrs. Lang Staffieri, Mrs. Sorbello and Mr. D'Amico (6-0-0)

Adjournment

ADJOURNMENT

Motion to adjourn meeting at 8:05 pm by Karen Sorbello, Seconded by Rebecca Lang Stafferi.

Vote: To Adjourn meeting

Voice Vote. All in favor

Respectfully submitted,

**Greg Gontowski
Board Secretary**

